



AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-10-12

The U.S. Consulate General in Hyderabad is seeking an individual for the position of **Supply Supervisor** in the General Services Office in the Management Section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All interested candidates.

POSITION: Supply Supervisor; FSN-0805-07
HYA 526315 (Personal Services Agreement)

OPENING DATE: July 15, 2010.

CLOSING DATE: July 29, 2010.

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-7
Ordinarily Resident: Grade: FSN-07

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

- Establish and maintain non-expendable warehouse, which includes household furniture, appliance and equipment in an efficient manner.
- Review condition of furniture, fixtures, equipments and appliances. Maintain stock of furniture and appliances. Recommend when replacement or refurbishing is required.
- Identify, separate and transport items to auction yard and assign lot numbers. Arrange site inspection for bidders.
- Affix value of damage based on depreciation and extent of damage.
- Coordinate periodical scrap/paper auction/sale, call bidders for inspection and obtain quotations.
- Supervise preparation and issuance of welcome kits and maintain relevant records.
- Reconcile record with inventories and generate reports accordingly. Prepare reports and correspondence and provide necessary statistics for preparing annual budget for the property/supplies sections.

QUALIFICATIONS REQUIRED

- Completion of Higher Secondary school is required.
- Minimum two years of progressively responsible experience in warehouse or in a closely related field. Minimum six months of supervisory experience.
- Must have Level III (Good Working Knowledge) in English, and Level III (Good Working Knowledge) in Hindi or Telugu.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. Curriculum Vitae with cover letter highlighting the skills and experience rendering the applicant suitable for the particular job.
2. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301

or

E-mail: Hyderabadvacancies@State.gov

Please insert “**HYD-10-12** “(Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department’s current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **July 29, 2010**.

Approved by: MGT – RMcAnney
Cleared by: GSO-CForeman
Drafted by: HR – VSaradhi

AN EQUAL OPPORTUNITY EMPLOYER